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Department of Public Safety

Drake University Emergency Procedures

Campus Emergency: 271-2222 | (24 hours/7 days)

Drake University is prepared to respond to emergencies 24 hours per day, 7 days per week. If a major emergency such as a tornado, hazardous materials accident, or shooting occurs, the Incident Command Team will direct the University's emergency response. Specially trained response and support teams will be activated. At all times, the University's highest priority is the safety and well-being of students, faculty, and staff.

Your responsibilities are to be familiar with the information in this document, to be sure that your contact information is up to date in the Bulldog Alert database, and to know the escape routes for locations you visit frequently. Escape routes are posted in building lobbies. You may also want to purchase or assemble a personal disaster preparedness kit.

Helpful Numbers and Contacts:

Emergency

Call 911

Public Safety

From a campus phone, dial 811

From any other phone, dial 515-271-2222

Give your name, location, and phone number

Public Safety Escort Service

Safety escort service is available from any location on the Drake University campus through Public Safety. Please call Public Safety whenever you are concerned about your safety.

Environmental Health and Safety

515-271-3804 or 515-271-3125

Student Health Center

3116 Carpenter Ave.

515-271-3731

Counseling Center

3116 Carpenter Ave.

515-271-3864

Facility Services

1422 27th St.

515-271-3955

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Bulldog Alert

Bulldog Alert is an emergency notification service that enables Drake University to notify you quickly about a major emergency on campus and to provide you with information and instructions.

Messages are sent via phone, text, and e-mail. Students, faculty, and staff must ensure their information is up to date in the database. To add a cell phone number or other number to the system, login to BlueView at blue.drake.edu, navigate to the Campus Life tab, and click on Bulldog Alerts. Contact information included in the Bulldog Alert system will be used ONLY for campus emergency notification and will NOT be made available to any other service.



Medical Emergencies

In a Medical Emergency:

Remain calm and do not move the victim unless their location poses a possible danger. Immediately ask someone nearby to call 911 and then call Public Safety at 271-2222.

Let Public Safety and emergency responders know if the victim:

- is unconscious;
- has trouble breathing;
- has chest pain or pressure;
- is bleeding severely;
- is having or had a seizure;
- has possible broken bones;
- has injuries to the head, neck or back;
- or appears to have been poisoned or exposed to hazardous materials.

Care for life threatening conditions and provide first aid only if you have the proper training. After the person has been helped, remain at the scene to assist with the incident investigation.

Blood Borne Pathogen Exposure

If exposure occurs:

- Exposure involving HANDS and ARMS: Immediately wash vigorously with soap and hot water, taking care to pay attention to webs between fingers and fingernails.
- Exposure involving MOUTH or EYES: Clean the area with large amounts of water.
- Exposure involving a CUT, ABRASION, or PUNCTURE to the skin: Allow bleeding and wash with antimicrobial soap and large amounts of water.

Then:

- Report the exposure incident to Public Safety at 271-2222.
- Public Safety will fill out reports and make necessary notifications.



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Crimes on Campus

Reporting a Crime or Threat

Report all crimes or suspicious activity on or near the campus to Drake University Public Safety at 271-2222.

It is the responsibility of all faculty, staff, and students to help keep the Drake University Campus safe by reporting suspicious activities to Public Safety.

- If you are the victim of a crime or threat, or witness a crime, such as an assault, robbery, theft, or unwanted sexual behavior, notify Public Safety at 271-2222 immediately.

You will need to:

- describe the nature of the incident;
- provide the time and campus location;
- describe the person or people involved, as well as the vehicle if one was involved;
- and direct Public Safety to any evidence



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Tornadoes/Severe Weather

Shelter-in-Place: The use of any classroom, office, or building for the purpose of providing a temporary shelter.

Tornado Watch: The National Weather Service issues a tornado watch when conditions are favorable for the development of tornadoes in and close to the watch area. Watches are generally issued for the duration of 4 to 8 hours, well in advance of the actual occurrence of severe weather. During the watch, people should be prepared to move to a place of safety if threatening weather approaches.

Tornado Warning: The National Weather Service issues a tornado warning when a tornado is indicated by radar or sighted by spotters. People in the affected area should seek safe shelter immediately.

Outdoor Warning System: the National Weather Service will sound sirens just like a tornado warning if strong winds in excess of 70 miles per hour are predicted.

Drake University Mass Emergency Notification System (Bulldog Alert): The Bulldog Alert system will only be activated when storm threats are in the immediate vicinity of campus. Severe weather sirens are activated by the City of Des Moines on an all-city basis. If the Bulldog Alert system is activated for severe weather, there is an immediate threat to the Drake campus.

Shelter-in-Place: Tornado

▪ **If inside a building:**

1. Go to the lowest level of the building, if possible.
2. Stay away from windows.
3. Go to an interior hallway.
4. Use arms to protect head and neck in a “drop and tuck” position.

▪ **If there is no time to get inside:**

1. Lie in a ditch or low-lying area or crouch near a strong building.
2. Be aware of potential for flooding.
3. Use arms to protect head and neck in a “drop and tuck” position.
4. Use jacket, cap, backpack, or any similar items, if available, to protect face and eyes.



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Fire and Evacuation Procedures

Fire

1. Calmly alert people in the area of the fire and activate the nearest fire alarm.
2. Do not attempt to retrieve items in another area of the building.
3. Evacuate the building using the stairs. Do not use elevators!
4. Close as many doors behind you as possible.
5. Touch doors with the back of your hand to see if they are hot. Do not open hot doors.
6. Call the Fire Department by dialing 911

If trapped in a building:

1. Close all windows and doors.
2. Wet and place cloth material around and under doors to prevent smoke from entering.
3. Call 911 for help and tell them your location.

Evacuation

To be prepared, you should know the nearest exits and the evacuation site for each building you visit frequently.

1. When you hear a bullhorn or fire alarm, immediately stop what you are doing and exit the building.
2. While leaving, take note of any hazards and any remaining occupants.
3. If requested, assist anyone who appears to need direction or assistance.
4. Take with you ONLY essential personal items (wallet, keys, etc.).
5. Shut all doors behind you but do not lock them. Closed doors can slow the spread of fire, smoke, and water.



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Hazardous Spills

The range and quantities of hazardous substances used on the Drake University campus require chemical safety training in order to minimize accidental chemical releases and ensure that when one does occur, it is managed in a safe manner. For this reason, chemical safety training is required for all students, staff, and faculty who work with chemicals. All chemical spills should be reported to Environmental Health and Safety for proper management and disposal assistance. Only knowledgeable and experienced personnel with pertinent training and appropriate personal protective equipment should conduct cleanup of a chemical spill. In the case of any spill or leak, if there is the possibility of an adverse exposure to occupants in the area, the area should be evacuated immediately.

If there is the slightest doubt on how to proceed, do not hesitate to call for assistance.

Emergency:

Public Safety 271-2222

Information:

Drake University Environmental Health and Safety (EHS) 271-3804
Chemical Hygiene Officer 210-1293

Resources:

Safety Data Sheets (SDS) provides spill and leak management procedures for individual chemicals. This information should be reviewed during training conducted under either the Hazard Communication Standard (29 CFR 1910.1200) or the Laboratory Standard (29 CFR 1910.1450). Copies of SDS should be received with shipments of new materials and should be maintained in each applicable work location. Campus Safety Data Sheets are available online through the manufacturer of the chemical. Your supervisor or dean may also have copies.

Incidental spills are defined as spills of materials that can be safely cleaned up with no risk to personnel and using spill materials located in the immediate area of the spill or using spill kits from EHS. In the event of an incidental spill, if you are trained and have access to personal protective equipment and spill kit material, you may clean up the spill. Report all spills to EHS. The SDS sheets provide instructions and proper personal protective equipment requirements for cleaning up minor incidental spills.

An emergency response spill is defined as a chemical spill that creates risk to personnel in the immediate area, requires chemical specific training and personal protective equipment to clean up and requires assistance from the outside of the immediate area. EHS and Public Safety have specialized training to enable cleanup of emergency response spills. In the event of an emergency response spill, evacuate the area immediately and call Public Safety. Public Safety will report all emergency response spills to EHS.



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Earthquakes

If You Are Inside a Building:

1. Move away from windows, filing cabinets, shelves, chemicals, and other heavy objects that may fall.
2. Immediately “Duck, cover, and hold”:
 - Duck under a table or sturdy desk and hold on to it until shaking stops.
 - If you are not near a table or sturdy desk, crouch against an interior wall or between seating rows in auditoriums, and cover your neck and head.
 - If you stand in a doorway, brace yourself against the frame, with your back to the door.
 - Wheelchair users should move to the safest location, apply the break, and cover their head with their arms.
3. Stay under cover until shaking has stopped.
4. Once shaking has stopped, leave the building. If possible, put on a pair of comfortable shoes, as there could be broken debris. Take your keys, wallet, flashlight, and any other small, necessary items such as medicine.
Do not use elevators.
5. Report to the building evacuation site and wait for instructions. Report any hazards to the building coordinator.
6. Do not re-enter the building until given permission by the University’s Emergency Response Team.

If You Are Outside:

1. Move away from buildings, trees, signs, electrical poles, and wires.
2. Protect your head from falling debris.
3. If you are near a Drake University emergency evacuation site, report to that building or area coordinator. This will be the best place to get further information on what to do.

Be prepared for aftershocks.



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Active Shooter

What you need to know and what you should do:

- Take charge: Prior thought equals confidence
- The gift of fear: Trust your instincts
- Make a decision: Do not wait to react!

1. Run Out: If a shooter is in the building

- Exit immediately if it is safe to do so
- Run in a direction away from the sound of shots fired
- Notify others as you exit
- Seek shelter in a safe location
- Call 911

2. Hide Out: If leaving the building is not possible or lockdown is announced

- Go to the nearest room
- Allow others to seek refuge with you but spread out
- Close and lock the door
- If there is no lock, barricade the door with something heavy
- Pull shades and turn out lights
- Silence phones or other equipment
- Stay quiet after calling 911
- Avoid the temptation to open the door
- Remain in lockdown until you receive instructions from Public Safety or the police

3. Resist: Trust your intuition

- Know your personal capability
- Do whatever it takes—you are stronger than you think

The Response:

- The first goal for response personnel is to get to the shooter
- Officers need as much information as possible, so when calling 911, please give the number of shooters, location, what they are wearing, and any other information you can think of



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Bomb Threats

Bomb threats on the campus are rare. Most bomb threats are hoaxes. However, any bomb threat must be taken seriously and treated as a real emergency and credible threat. The potential for serious injury and damage makes even a threat a very serious incident.

Threat Received by Phone:

Statistically, the majority of bomb threats are made by phone. The person receiving a bomb threat over the phone should pay particular attention to the information the caller gives and pay attention to background sounds.

- Stay calm
- If your phone has caller ID, record the number
- If possible, get the attention of someone else and have them call 911 or Public Safety at 271-2222

Threat Received by Email:

- Immediately call Public Safety at 271-2222
- Forward the email threat to Public Safety, EMC@drake.edu, and do not erase.

Suspicious Package

If you are within 300 feet of a suspicious package, do not use a cell phone, cordless phone, or walkie-talkie because it may trigger an explosion. DO NOT TOUCH THE PACKAGE, TAMPER IT, OR MOVE IT! EVACUATE THE AREA and CALL 271-2222

Bomb Threat Checklist

If a bomb threat is received by phone, the person receiving the call should try to obtain the following information:

- Time of Call
- Location of the bomb (building, room, etc.)
- Time the bomb is set to go off
- What does it look like?
- What kind of bomb?
- What will make it explode?
- Did you place the bomb?
- If yes, why?
- Exact words of threat
- Male or female caller
- Voice characteristics (Do they sound familiar, age, tone, irrational or well-spoken?)
- Background noises heard



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Utility Failures

Utility outage emergencies are those service interruptions posing an imminent, significant hazard to life, health, or property

Reporting a Utility Outage

Call Drake University Facility Services at 271-3955. They will contact the appropriate departments and mechanics to restore service.

After hours please call Public Safety at 271-2222 and they will contact the appropriate person or mechanics.

If evacuation is necessary or if other major consequential actions are required, Public Safety will contact the responsible officials.

Scheduled Outages

Scheduled outages are not considered emergencies, and advance notification will be provided by email or in writing prior to the date of the scheduled outage. The Drake University Office of Facilities and Campus Services is responsible for notifying the University community about planned outages.

Utilities Failure & Evacuations

Evacuation from facilities is sometimes a possibility during a utility emergency. Normal evacuation procedures will remain in effect for utility emergencies.

Elevator Failure:

In the event of an elevator failure, use the emergency phone and alarm found inside the elevator. Public Safety will respond. Do not attempt to open elevator doors.

Gas Leaks:

Gas leaks typically smell like sulfur or rotten eggs due to an additive in the natural gas supply. If you smell a gas leak, cease all operations, and notify people in the area. IMMEDIATELY EXIT THE BUILDING. Evacuate at least 300 feet from the suspected leak, and call Public Safety at 271-2222. Report to the nearest safe evacuation site.

Campus Services Work Orders

For non-emergency repairs on campus, please use the Campus Services Work Order System. (This is not for telephone or computer issues.) For more information on how to submit a work order, visit www.drake.edu/facility/workorders/.

The work order form includes the following services: custodial, building maintenance, locksmith, grounds, HVAC, electrical, plumbing, hazmat, and vehicle fleet.



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Shelter in Place?

The University is committed to getting accurate emergency alerts and information to members of the community as soon as possible. However, in the first minutes of an emergency, you may need to make an immediate decision to “shelter in place” or move to a safer location. You should understand and plan for both possibilities. Use common sense and available information, including what you are learning here, to determine if there is immediate danger.

Whether you are at home, work or elsewhere, there may be situations when it’s best to stay where you are and avoid any rapidly changing or unknown situation outside. There are other circumstances when staying put and creating a barrier between yourself and potential danger is a matter of survival. Use available information to assess the situation.

Shelter in Place or Lockdown

Depending on the circumstances, when the University issues a campus alert calling for a lockdown or to shelter in place, you should:

Move into or stay inside the nearest building.

- Go into an interior room or office with few windows, if possible.
- Close all windows and doors and, if possible, turn off ventilation systems (including air conditioning and heat, bathroom, and kitchen exhaust fans).
- If the door has a window, cover it. Stay away from windows and doors.
- If you can, take your emergency supply kit with you, unless you have reason to believe it has been contaminated.
- Remain in place until notified by proper University administration, including building coordinators or the University Emergency Response Team.

Evacuation

There may be situations when you need to evacuate quickly to ensure your safety. Please do so and alert others in your area if possible. If it is safe to do so, go to your building’s designated evacuation site. If the evacuation site does not appear to be safe, get to a safe place as soon as possible.

In either case, if there has been no emergency alert from the University or Public Safety, please contact Public Safety at 271-2222 as soon as possible. They will determine if they need to send an alert to the community and provide information to the Drake University Community.

In situations when you are ordered to leave an area, be sure to take necessary items such as keys, glasses, and wallets. You may not be able to return to your residence hall room, office, or classroom for some time. It is best to be prepared, just in case.

